

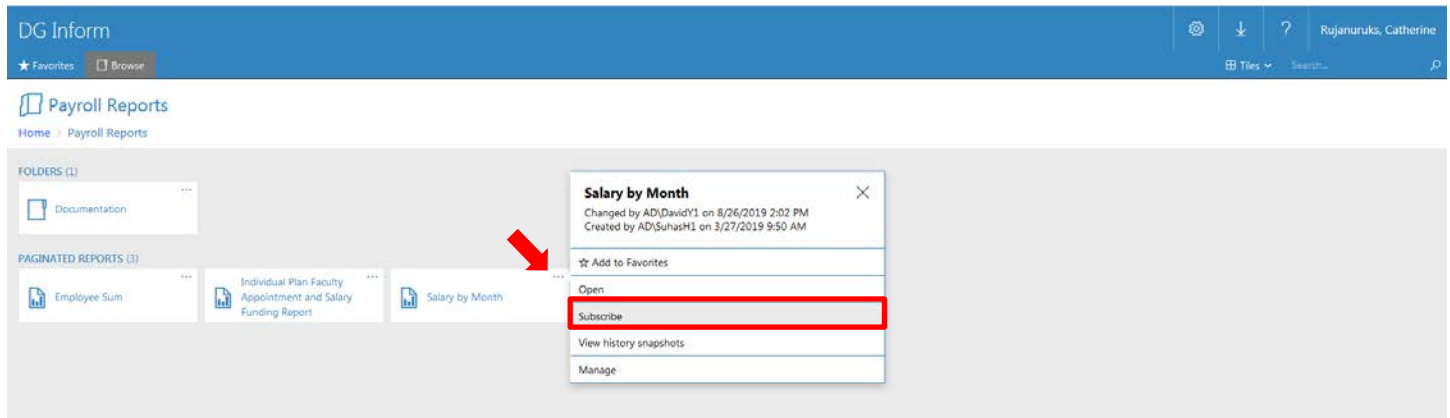
DG INFORM REPORT SUBSCRIPTIONS & TEMPLATES

Revised April 15, 2020

Accessing [DG Inform](#)

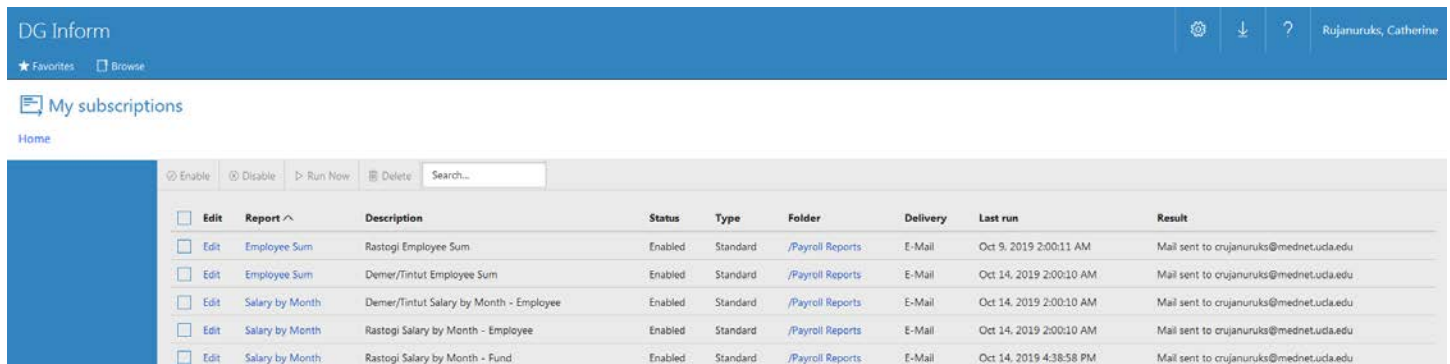
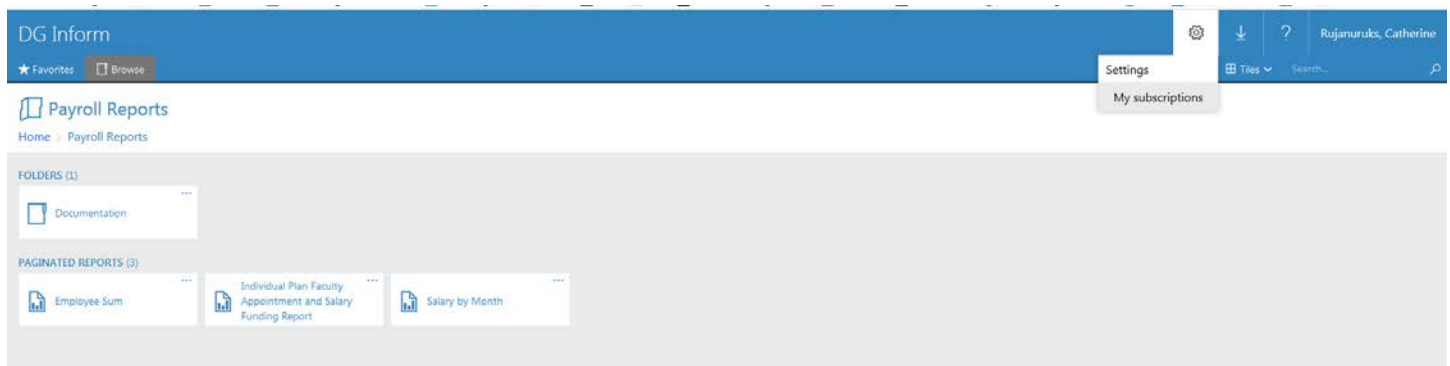
HOW TO SUBSCRIBE TO REPORTS

1. Click on ellipses (...) in the upper right hand corner you want to subscribe.
2. Click "Subscribe"



HOW TO ACCESS SAVED SUBSCRIPTIONS

1. Click on the Settings/Gear Icon in the upper right hand corner of the DG Inform screen
2. Click on "My subscriptions"



SALARY BY MONTH – BY EMPLOYEE TEMPLATE

Edit Subscription

Home > Payroll Reports > Salary by Month > Manage > Subscriptions > Edit Subscription

Description
Rastogi Salary by Month - Employee

Owner
ADI/CRujanuruku

Title that will show up in Subscriptions List

Type of subscription

Standard subscription
Generate and deliver one report

Data-driven subscription
Generate and deliver one report for each row in a dataset

[Learn more](#)

Schedule

Deliver the report on the following schedule:

Report-specific schedule [Edit schedule](#)

At 2:00 AM every Mon of every 2 weeks, starting 8/19/2019

Edit frequency & date you want report auto-sent

Destination

Deliver the report to:

E-Mail

Subject: Add specific report name in the beginning so email subject line differentiates reports

Delivery options (E-Mail)

To: crujanuruku@mednet.ucla.edu

Subject: @ReportName was executed at @ExecutionTime

Include Report
Render Format: Excel

Include Link

Priority: Normal

Report parameters

Parameter	Source of value	Value/field
Period	Use default value	
Account	Use default value	
Title Group	Use default value	<All>
Group By 1	Enter value	Employee
Show Benefits	Enter value	Yes
From	Use default value	2019-07
CC	Enter value	A3.NN.MK
Job Code	Use default value	
Group By 2	Enter value	Fund
Show FTE	Enter value	Yes
To	Enter value	2021-06
Fund	Use default value	
Position Number	Use default value	
Group By 3	Leave null	No Grouping
Raw Data Format	Use default value	No
Include Projections	Use default value	Yes
Project	Use default value	
Search By (Name, UC Path ID, UCLA ID)	Use default value	Employee Name
Additional Columns	Enter value	--Hide All--, UCLA ID, CC, Earn
ExpandOrCollapseRows	Use default value	Yes
Org Hierarchy	Enter value	—MEDICINE-CARDIO
Fund Group	Use default value	
Value to Search	Leave blank	
Object	Use default value	
Report Basis	Use default value	Account Owner
Earn Code	Use default value	
Select Employee	Leave null	
Paid/Earned	Enter value	Earned

To pull report by EMPLOYEE:
Group by 1: Employee
Group by 2: Fund
Group by 3: Default

Enter ALL PI's cost centers

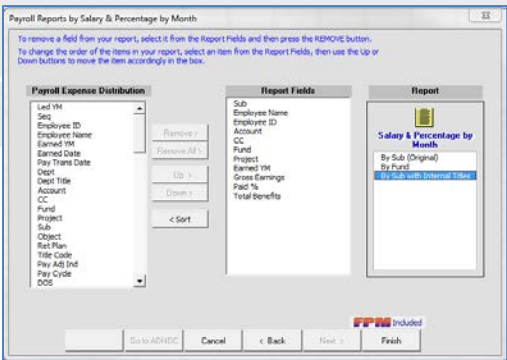
Add UCLA ID, CC & Earn Code

Choose Division from drop down

--Hide All--, UCLA ID, CC, Earn

- (Select all)
- Hide All--
- Employee Name
- UCLA ID
- Account
- CC
- Fund
- Project
- Object
- Earn Code
- Job Code

Similar to QDB Salary & Percentage by Month – By Sub with Internal Titles



SALARY BY MONTH – BY FUND TEMPLATE

[Edit Subscription](#)

Home > Payroll Reports > Salary by Month > Manage > Subscriptions > Edit Subscription

Description: Rastogi Salary by Month - Fund

Owner: ADI/Crujanuruks

Type of subscription

Standard subscription
Generate and deliver one report

Data-driven subscription
Generate and deliver one report for each row in a dataset

[Learn more](#)

Schedule

Deliver the report on the following schedule:

Report-specific schedule [Edit schedule](#)

At 2:00 AM every day, starting 9/16/2019

Destination

Deliver the report to:

E-Mail

Delivery options (E-Mail)

To: crujanuruks@mednet.ucla.edu

Subject: @ReportName was executed at @ExecutionTime

Include Report **Render Format: Excel**

Include Link

Priority: Normal

Report parameters

Parameter	Source of value	Value/field
Period	Use default value	
Account	Use default value	
Title Group	Use default value	<All>
Group By 1	Enter value	Fund
Show Benefits	Enter value	Yes
From	Use default value	2019-07
CC	Enter value	A3.NN.MK
Job Code	Use default value	
Group By 2	Enter value	Employee
Show FTE	Enter value	Yes

To pull report by FUND:
 Group by 1: Fund
 Group by 2: Employee
 Group by 3: Blank/Default

To: Use default value | 2019-09

Fund: Use default value

Earn Code: Use default value

Group By 3: Use default value | No Grouping

Raw Data Format: Use default value | No

Project: Use default value

Object: Use default value

Additional Columns Enter value | --Hide All--, UCLA ID, Earn Co

Org Hierarchy Enter value | --MEDICINE-NEPHRC

Employee to Search: Leave blank

Paid/Earned: Enter value | Earned

Report Basis: Use default value | Account Owner

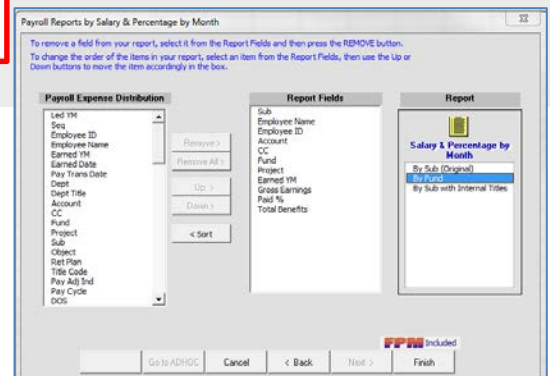
Select Employee: Leave null

Position Number: Use default value

Additional Columns dropdown:

- (Select all)
- Hide All--
- Employee Name
- UCLA ID
- Account
- CC
- Fund
- Project
- Object
- Earn Code
- Job Code

Similar to QDB Salary & Percentage by Month – By Fund



EMPLOYEE SUM - TEMPLATE

 Edit Subscription

Home > Payroll Reports > Employee Sum > Manage > Subscriptions > Edit Subscription

Description
Rastogi Employee Sum

Owner
ADI/CRujanuruks

Type of subscription

- Standard subscription
Generate and deliver one report
 - Data-driven subscription
Generate and deliver one report for each row in a dataset
- [Learn more](#)

Schedule

Deliver the report on the following schedule:
 Report-specific schedule [Edit schedule](#)
At 2:00 AM every Mon of every 2 weeks, starting 8/19/2019

Destination

Deliver the report to:
E-Mail

Delivery options (E-Mail)

To: crujanuruks@mednet.ucd.edu
Subject: @ReportName was executed at @ExecutionTime
 Include Report **Sender Format: Excel**
 Include Link
Priority: Normal

Report parameters

Parameter	Source of value	Value/field
Period	Enter value	Curr LYM
Account	Use default value	
Title Group	Use default value	<All>
Paid/Earned	Use default value	Paid
From	Use default value	2019-09
CC	Enter value	A3,NN,MK
Job Code	Use default value	
Expand All Rows	Enter value	Yes
To	Use default value	2019-09
Fund	Use default value	
Earn Code	Use default value	
Raw Data Format	Use default value	No
Project	Use default value	
Object	Use default value	
Org Hierarchy	Enter value	└─MEDICINE-NEPHRC
Employee to Search	Leave blank	
Sub Code	Use default value	<All>
SubCodeSelected	Use default value	<All>
Report Basis	Use default value	Account Owner
Select Employee	Leave null	
Position Number	Use default value	

Set to Curr LYM if you want single month/report.
If you want all months starting with July of current fiscal year, leave default